How to Verify/Update Career Readiness Data

1. Log into TEDS

2. Select your school and the CURRENT SCHOOL YEAR

3. Click on Career Readiness

4. Change Student Status to All Students

5. Click Search

   You now have a list of all students enrolled in your pathways.

   From here you can review and update career ready data

Name ▲	SSID	Pathway	WorkKeys Certificate Level	ASVAB (AFQT)		Attempted Ind Cert/KOSSA	KOSSA	College Ready
Austin Gerri		Administrative Support	- Select One ▼		Industry Certificates (1)	☐	Not Tested	No
Austin Gerri		Administrative Support	- Select One ▼		Industry Certificates	☐	Not Tested	No
BROWN JOHNNY	9991254785	Administrative Support	- Select One ▼		Industry Certificates	☑	Not Tested	No
BROWN JOHNNY	9991254785	Allied Health	- Select One ▼		Industry Certificates	☑	Not Tested	No
Brown Sheila Ann	1995846515	Accounting	- Select One ▼		Industry Certificates	☐	Not Tested	No
Chalis Brat		Allied Health	- Select One ▼		Industry Certificates	☐	Not Tested	No
Chalis Brat		Administrative Support	- Select One ▼		Industry Certificates	☐	Not Tested	No
Christian Claude		Administrative Support	- Select One ▼		Industry Certificates (3)	☑	Not Tested	No
Christian Claude		Accounting	- Select One ▼		Industry Certificates	☑	Not Tested	No
Claus Santa	1945632587	Welder Entry Level	- Select One ▼		Industry Certificates	☑	Not Tested	No

To Enter/Update WorkKeys Certification

WorkKeys crosses all pathways. Entering a student score once will populate all pathways in which the student is enrolled.

1. Click on the WorkKeys Certificate Level drop-down box for the appropriate student.

2. Highlight the certificate level earned by the student.

3. Repeat for each student for whom a certificate level is to be recorded.

4. Click Save.

It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save before changing to another screen.

To Enter/Update WorkKeys Certification

ASVAB crosses all pathways. Entering a student score once will populate all pathways in which the student is enrolled.

1. Click in the ASVAB box for the appropriate student.

2. Enter the score earned by the student.

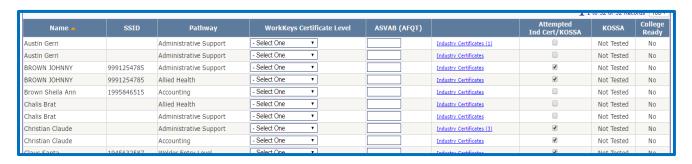3. Repeat for each student who has an ASVAB score. If not taken, leave box blank.

4. Click Save.

Remember to click SAVE befow you change to another screen

<div style="background-color: yellow">

READ EVERYTHING BEFORE YOU DO ANYTHING…

➢ A number after the words "Industry Certificates" indicates how many certificates have been awarded to the student

➢ Remember, this will only reflect CURRENT YEAR data

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To Enter an Industry Certificate

Industry Certificates are pathway specific. They must be entered individually for the pathway in which it was earned

Name ▲	SSID	Pathway	WorkKeys Certificate Level	ASVAB (AFQT)	Attempted Ind Cert/KOSSA	KOSSA	College Ready
Austin Gerri		Administrative Support	- Select One ▼		☐	Not Tested	No
Austin Gerri		Administrative Support	- Select One ▼		☐	Not Tested	No
BROWN JOHNNY	9991254785	Administrative Support	- Select One ▼		☑	Not Tested	No
BROWN JOHNNY	9991254785	Allied Health	- Select One ▼		☑	Not Tested	No
Brown Sheila Ann	1995846515	Accounting	- Select One ▼		☐	Not Tested	No
Chalis Brat		Allied Health	- Select One ▼		☐	Not Tested	No
Chalis Brat		Administrative Support	- Select One ▼		☐	Not Tested	No
Christian Claude		Administrative Support	- Select One ▼		☑	Not Tested	No
Christian Claude		Accounting	- Select One ▼		☑	Not Tested	No
Claus Santa	1945632587	Welder Entry Level	- Select One ▼		☑	Not Tested	No

(Industry Certificates links shown in the table: Industry Certificates (1), Industry Certificates, Industry Certificates, Industry Certificates, Industry Certificates, Industry Certificates, Industry Certificates, Industry Certificates (3), Industry Certificates, Industry Certificates)

1. Click on the Industry Certificate link across from the appropriate student name.

2. Select the name of the Industry Certificate.

3. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.

4. Click Add Certificate

   Repeat the process if multiple certificates are to be recorded for the same student.

5. Once all earned certificates are shown in the Awarded Certificates box, click Save.

6. Click Close to return to the Career Readiness screen.

7. Repeat for each student for whom Industry Certificates are to be entered

What About the Attempted Ind Cert/KOSSA box?

This box is NOT a reflection of anything except that the student took an assessment in an approved pathway *

This box is only to be checked if:

✓ the FIRST assessment a student takes in a pathway is an Industry Certificate assessment, **AND**

✓ The student does not pass the assessment

✓ Once checked, it should not be unchecked

* *KOSSA, ASVAB and WorkKeys report a score, pass or fail, meet benchmark or not. Industry certifications are only listed once earned. Without this check box, there is no proof of assessment for Perkins accountability.*

KOSSA Scores Concerns?

Please contact Mr. Kiley Whitaker at Kiley.Whitaker@education.ky.gov.